



DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SUPPORT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

DLSC-LDT

JUL 07 1999

MEMORANDUM FOR EXECUTIVE TEAM

COMMANDER, DEFENSE CONTRACT MANAGEMENT
COMMAND

DEFENSE DISTRIBUTION CENTER

DEFENSE SUPPLY CENTERS

DEFENSE REUTILIZATION AND MARKETING SERVICE

DEFENSE ENERGY SUPPORT CENTER

DLA EUROPE/PACIFIC

DEFENSE LOGISTICS INFORMATION SERVICE

ADMINISTRATOR, DEFENSE AUTOMATED PRINTING
AND SUPPORT CENTER

DEFENSE NATIONAL STOCKPILE CENTER

SUBJECT: DLA Employee Use of Government Quarters

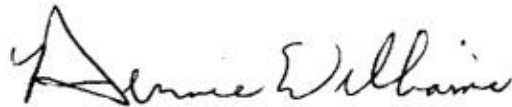
In accordance with the Joint Travel Regulations (JTR) (civilian entitlements), par. C1055, GOVERNMENT QUARTERS USE/AVAILABILITY (enclosure 1), civilian employees are not required to use Government quarters. The Joint Federal Travel Regulations (JFTR) (military service members), par. U 1045, GOVERNMENT QUARTERS USE/AVAILABILITY (enclosure 2), states that when quarters are available, the service member should use the Government quarters. However, when adequate Government quarters are available and other lodgings are used, the lodging reimbursement is limited to the cost of the Government quarters.

Please see the attached JTRI/JFTR references to review the requirements for lodging at Government quarters.

A travel order/voucher must document the non-availability of Government quarters by confirmation number which is provided by the Service's registration process; by the date the member attempted to make reservations, and the phone number and name of the billeting office point of contact; or by the member certification that Government quarters were not available upon arrival.

When a traveler provides acceptable documentation on a travel order/voucher, which identifies the Government quarters non-availability, the order-issuing authority must authorize/approve the reimbursement for the commercial lodging.

This policy applies to civilian; military and anyone utilizing DLA travel funds. Request widest dissemination of this policy letter. Our points of contact are Mrs. Betty Y. Slanta at (703) 767-3638 or DSN 427-3638 and Mrs. Deborah L. Beckner at (703) 767-3622 or DSN 427-3622.

A handwritten signature in black ink, appearing to read "Bennie E. Williams". The signature is fluid and cursive, with the first name "Bennie" being more prominent.

Attachments

BENNIE E. WILLIAMS
Colonel (P), USA
Chief, Transportation (Policy)